



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

For the Regular Meeting of Wednesday

October 5, 2016

7:00 P.M. Regular Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**

Wednesday October 5, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report
2. CHP Report
3. Supervisor Mary Piepho, District III Report

D. PRESENTATIONS

1. Assemblymember Jim Frazier, 11th Assembly District - Legislative Update

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report**

***These meetings are held Quarterly*

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for September 21, 2016
2. Approval of DRAFT minutes of regular meeting for September 21, 2016
3. Approve Register of District Invoices
4. Approve the First Amendment to Employment Contract between Catherine O. Kutsuris and the Town of Discovery Bay which provides for a one week vacation.
5. Approval of the Salary Schedule 100 Series – Correct Recreation Leader III Salary Range Number

G. BUSINESS AND ACTION ITEMS

1. Consider authorizing the Interim General Manager to sign a contract with Luhdorff & Scalmanini for an amount not to exceed \$75,000 for engineering services necessary for the upgrades to the PLC and SCADA systems currently serving the Willow Lake Water Treatment Plant and water supply wells 1B and 2.
2. Consider adoption of Resolution No. 2016-16 authorizing the change in the financial benchmark for all eligible employees who choose medical coverage.
3. Consider approval of the issuance of a contract with Restec Contractors Inc. in the amount of \$33,601.00 for the removal of the Community Center Roof.
4. Consider approval of the issuance of a contract with King's Roofing in the amount of \$48,800.00 for the installation of the new Community Center Roof.
5. Consider approving a contract with Bond Underwriter Brandis Tallman LLC for the 2016/2017 Bond Issue for needed Wastewater Capital Improvements.
6. Accept the report from the Interim General Manager regarding the evaluation of whether the additional \$4,000,000.00 in capital is necessary for Plant I and/or whether the facilities should be rebuilt at Plant 2.

H. MANAGER'S REPORT – Discussion and Possible Action

I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

J. PRESIDENT REPORT AND DIRECTORS' COMMENTS

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

L. DISTRICT LEGAL COUNSEL REPORT

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

1. Received – Contra Costa Special Districts Association Quarterly meeting minutes for July 18, 2016
2. Received – Email from Richard Fernandez regarding traffic safety at the intersection of Discovery Bay Blvd. and Clipper Drive

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the next regular meeting of October 19, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

There are no written materials for agenda items listed below:

- C. AREA AGENCIES REPORTS / PRESENTATION
- D. PRESENTATIONS
- E. COMMITTEE/LIAISON REPORTS
- G. BUSINESS AND ACTION ITEMS
 - G-2** CONSIDER ADOPTION OF RESOLUTION NO. 2016-16 AUTHORIZING THE CHANGE IN THE FINANCIAL BENCHMARK FOR ALL ELIGIBLE EMPLOYEES WHO CHOOSE MEDICAL COVERAGE—PROVIDED PRIOR TO THE MEETING
 - G-5** CONSIDER APPROVING AGREEMENT WITH BOND UNDERWRITER BRANDIS TALLMAN LLC FOR 2016/2017 BOND ISSUE FOR NEEDED WASTEWATER CAPITAL IMPROVEMENTS—PROVIDED PRIOR TO THE MEETING
 - G-6** ACCEPT THE REPORT FROM THE INTERIM GENERAL MANAGER REGARDING THE EVALUATION OF WHETHER THE ADDITIONAL \$4,000,000.00 IN CAPITAL IS NECESSARY FOR PLANT 1 AND/OR WHETHER THE FACILITIES SHOULD BE REBUILT AT PLANT 2.—PROVIDED PRIOR TO THE MEETING
- H. MANAGER'S REPORT – Discussion and Possible Action
- I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)
- J. PRESIDENT REPORT AND DIRECTORS' COMMENTS
- K. GENERAL MANAGER'S REPORT – Discussion and Possible Action
- L. DISTRICT LEGAL COUNSEL REPORT
- M. SUB-COMMITTEE UPDATES – Discussion and Possible Action
- O. PUBLIC RECORD REQUESTS RECEIVED



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
WEDNESDAY, September 21, 2016
SPECIAL MEETING 6:00 P.M.**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

SPECIAL MEETING AT 6:00 P.M.

A. ROLL CALL

1. Call business meeting to order 6:00 p.m. – By President Pease
2. Roll Call – All present with the exception of Vice-President Leete and Director Graves.
3. Director Graves arrived at 6:03 p.m.

B. PUBLIC COMMENT

None

C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding items D-1 and D-2.

D. CLOSED SESSION:

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative: Catherine Kutsuris
Unrepresented Employee: All TODB Employees
2. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative(s): Bill Pease/Rod Attebery/Gary Phillips
Unrepresented Employee: General Manager

E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – The Board reconvened at 7:00 p.m. from closed session and items D-1 and D-2 were not complete; therefore the board will be returning into closed session after the regular meeting and report any action after the reconvened closed session.

Legal Counsel Attebery – The Board has reconvened from closed session and there is no reportable action.

F. ADJOURNMENT

1. The meeting adjourned at 8:30 p.m. to the Regular Meeting on September 21, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 09-23-16

<http://www.todb.ca.gov/agendas-minutes>



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday September 21, 2016
REGULAR MEETING 7:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Pease
2. Pledge of Allegiance – Led by President Pease
3. Roll Call – All Present with the exception of Vice-President Leete

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report
Chief Henderson – Provided an East Contra Costa Fire Protection District update regarding the August 2016 report along with the handout regarding the Fire Department open houses in the month of October.

D. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for August 30, 2016
2. Approval of DRAFT minutes of special meeting for September 7, 2016
3. Approval of DRAFT minutes of regular meeting for September 7, 2016
4. Approve Register of District Invoices
5. Approval of the Capacity Fee Charge Report for the Fiscal Year 2015-2016

Motion by: Director Simon to approve the Consent Calendar

Second by: Director Graves

Vote: Motion Carried – AYES: 4 – President Pease, Director Graves, Director Simon, Director Steele,
NOES: 0, ABSENT: 1 – Vice-President Leete

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of August 2016
Project Manager Berney Sadler – Provided the details of the August 2016 Monthly Operations Report.

F. BUSINESS AND ACTION ITEMS

1. Consider authorizing the Water Meter Installation Project Pre-Construction Material Order with National Meter and Automation, Inc., HD Waterworks Supply, and Resource Building Materials for a total amount of \$632,697.10.

Finance Manager Breitstein – Provided the details of the Water Meter Project which is planned to begin in January 2017. There was discussion regarding the proposed purchase of the meters, readers, and meter boxes. Purchasing the materials in advance allows the Town to receive a discount and warehousing benefit from National Meter and Automation, Inc. There will be an upcoming Finance Committee meeting to discuss the options on the payment for customers once the project bids are received.

Motion by: Director Graves to approve the purchase of the required materials for the Water Meter Installation Project in an amount not to exceed \$632,697.10.

Second by: Director Simon

Vote: Motion Carried – AYES: 4 – President Pease, Director Graves, Director Simon, Director Steele, NOES: 0, ABSENT: 1 – Vice-President Leete

2. Consider authorizing the Interim General Manager to send a letter supporting the approval of LP16-2040 – Delta Community Presbyterian Church – T-Mobile.

Interim General Manager Kutsuris – Provided the details of the T-Mobile modification to the existing telecommunication facility located at the Delta Community Presbyterian Church; installing additional equipment which includes a new generator, fuel tank, and associated equipment.

Motion by: Director Graves to send a letter on behalf of the Town of Discovery Bay recommending approval of the proposed renewal of LP06-2001 T-Mobile to install equipment to an existing telecommunication facility.

Second by: Director Simon

Vote: Motion Carried – AYES: 4 – President Pease, Director Graves, Director Simon, Director Steele, NOES: 0, ABSENT: 1 – Vice-President Leete

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

H. PRESENTATIONS

None

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Steele – Asked to obtain more information regarding the fence post that are going up at the corner of Discovery Bay Boulevard and Willow Lake Road, the vacant lot belonging to the Delta Community Presbyterian Church.

J. MANAGER'S REPORTS – Discussion and Possible Action

Parks and Landscape Manager Miller – Provided the drawings and the details regarding the Slifer Park Shade Structure.

Water and Wastewater Manager Koehne – Provided the pictures and the details regarding the Filtration Project.

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. PG&E – Provided details regarding the meeting with PG&E to discuss their analysis of the gas shut down in December of 2015; PG&E will be providing an executive report which will be placed on the agenda for the October 19th meeting. Also, had the discussion regarding the Town's PG&E costs.
2. River Otters Swim Team – Planning meeting along with Director Steele, Recreation Programs Supervisor Kaiser; discussed raising private funds for a competitive and recreation pool.
3. Financing - Received three proposals for the financing of the 7.5 million dollar project (Filtration Project), being reviewed by the District's Financial Advisor and a meeting has been set with the Finance Committee on Thursday, September 29, 2016 and receive recommendations from the Financial Advisor.
4. Contra Costa Special District Association meeting, highlighting the representative of the Metropolitan Water District speaking on the purchase of the two Delta Islands.
5. Facility Use – Request to use for Candidate Night including Candidates for the CSD Board, Monday, October 3, 2016, sponsored by the Discovery Bay Chamber of Commerce and the Brentwood Press, check the Brentwood Press for details regarding the time.
6. The State adopted the Groundwater Sustainability Act in 2014 which calls for local agencies to work together and insure that the groundwater is sustainable. Working on things which will divide the Contra Costa area from the Tracy sub-basin and the purpose is that our section is going well (efficient to write a plan) there are some areas of overdraft in other areas, more expensive and more complex. The proposed subdivision was not approved by the Department of Water Resources; there will be a second submittal in the 2018 timeframe. Staff is reviewing DRAFT MOUs for the Groundwater Sustainability Act which will be brought to the Water and Wastewater Committee.

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

None

N. CORRESPONDENCE – Discussion and Possible Action

1. Received – East Contra Costa Fire Protection District meeting minutes – August 1, 2016

O. PUBLIC RECORD REQUESTS RECEIVED

None

P. FUTURE AGENDA ITEMS

None

Q. ADJOURNMENT

1. The meeting adjourned at 7:33 p.m. to the reconvening of the Closed Session at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 09-26-16

<http://www.todb.ca.gov/agendas-minutes>

DRAFT



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 05, 2016

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 790,435.65

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2016/2017
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2016/2017
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2016/2017

AGENDA ITEM: F-3

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On October 05, 2016
Town of Discovery Bay CSD
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Contra Costa County Reimbursement				
Comcast	8155400350357156/916	Internet Service (Z57,Z61)	09/15/16	\$66.20
Commercial Tree Care	26302	Landscape Reimb (Z61)	09/13/16	\$1,260.00
Delta Debris Box Service	1234232	40Yd Green Waste (Z57,Z61)	08/31/16	\$201.50
Tee Janitorial & Maintenance	8466	Janitorial Service Sept 2016 (Z57,Z61)	09/22/16	\$80.00
Watersavers Irrigation Inc.	1752492-00	Landscape Maintenance (Z61)	09/12/16	\$107.99
Watersavers Irrigation Inc.	1758446-00	Landscape Maintenance (Z57,Z61)	09/26/16	\$72.99
Contra Costa County			Sub-Total	\$1,788.68

Water

Aflac	149908	Supplemental Insurance Sept 2016	09/25/16	\$339.18
Bill Pease	SEPT 2016	Expense Report Sept 2016	09/27/16	\$184.00
Bob Murray & Associates	6926	Professional Fees	09/16/16	\$261.89
Chris Steele	SEPT 2016	Expense Report Sept 2016	09/27/16	\$184.00
Discovery Pest Control	190570	Pest Control	09/14/16	\$27.20
J.W. Backhoe & Construction, Inc.	2655	Water Leak Beaver Lane	09/09/16	\$7,994.98
J.W. Backhoe & Construction, Inc.	2656	Paved Various Spots	09/09/16	\$5,964.24
J.W. Backhoe & Construction, Inc.	2657	Water Leak Riverlake Road	09/09/16	\$759.02
J.W. Backhoe & Construction, Inc.	2658	Water Leak Discovery Point	09/09/16	\$3,228.80
J.W. Backhoe & Construction, Inc.	2662	Water Leak Discovery Bay Blvd	09/12/16	\$1,319.50
J.W. Backhoe & Construction, Inc.	2666	Water Leak Sand Point Rd	09/12/16	\$5,757.03
Luhdorff & Scalmanini	32129	Urban Water Management Plan	08/28/16	\$5,438.75
Mark Simon	SEPT 2016	Expense Report Sept 2016	09/27/16	\$184.00
McFadden Construction, Inc.	6	Equipment Cover Retention	07/15/16	\$11,378.87
National Meter & Automation, Inc.	S1076225.001	1" Meters	09/14/16	\$9,094.32
National Meter & Automation, Inc.	S1076226.001	1 1/2" Meter	09/14/16	\$490.14
Neopost (Postage Account)	7900044908384658/916	Postage	09/14/16	\$195.16
Office Depot	862705893001	Office Supplies	09/07/16	\$62.20
Office Depot	862705998001	Office Supplies	09/08/16	\$21.26
Office Depot	864615754001	Office Supplies	09/15/16	\$107.46
Office Depot	864617859001	Office Supplies	09/15/16	\$9.86
Office Depot	864617860001	Office Supplies	09/15/16	\$13.00
Pacific Gas & Electric	1521433231-2/091316	Electric & Energy Bill 08/12/16-09/12/16	09/13/16	\$9,213.88
Pacific Gas & Electric	2943721807-5/090916	Electric & Energy Bill 08/10/16-09/08/16	09/09/16	\$24,818.13
Paul E. Vaz Trucking, Inc.	44414	Material Sept 2016	09/16/16	\$1,245.73
Paul E. Vaz Trucking, Inc.	44415	Freight Sept 2016	09/16/16	\$1,375.76
ReliaStar Life Insurance Company	#JRS2 457(B) 093016	457(b) 09/16/16-09/30/16	09/30/16	\$412.04
Ricoh USA, Inc	5044562575	Photocopier	09/16/16	\$123.81
Robert Leete	SEPT 2016	Expense Report Sept 2016	09/27/16	\$138.00
SDRMA	20465	Ancillary Benefits Oct 2016	09/27/16	\$435.24
Some Gave All	SEPT 2016	Expense Report Sept 2016	09/27/16	\$284.64
TASC	450775312003/1006	IRS Sec 125 Health Savings Account	10/01/16	\$241.66
Tee Janitorial & Maintenance	8466	Janitorial Service Sept 2016	09/22/16	\$285.60
U.S. Bank	2016 2	Debt Service Installment	09/26/16	\$60,529.49
Univar	SJ770406	Chemicals Delivered 09/02/16	09/02/16	\$268.60
Univar	SJ771249	Chemicals Delivered 09/08/16	09/08/16	\$235.03
Univar	SJ771254	Chemicals Delivered 09/08/16	09/08/16	\$161.95
Univar	SJ773598	Chemicals Delivered 09/19/16	09/19/16	\$288.35
Univar	SJ773600	Chemicals Delivered 09/19/16	09/19/16	\$296.25

Water Sub-Total \$153,369.02

Wastewater

Aflac	149908	Supplemental Insurance Sept 2016	09/25/16	\$508.76
American Retrofit Systems	1202	Electrical Repair WWTP#2	09/15/16	\$250.00
Anderson Pacific	414-24	Secondary Improvements Retention	07/15/16	\$29,606.15
Bill Pease	SEPT 2016	Expense Report Sept 2016	09/27/16	\$276.00
Bob Murray & Associates	6926	Professional Fees	09/16/16	\$392.84
Chris Steele	SEPT 2016	Expense Report Sept 2016	09/27/16	\$276.00
Cintas	185571257	Uniforms	09/14/16	\$14.20
Cintas	185572206	Uniforms	09/21/16	\$14.20
Discovery Pest Control	190570	Pest Control	09/14/16	\$40.80

Mark Simon	SEPT 2016	Expense Report Sept 2016	09/27/16	\$276.00
Neopost (Postage Account)	7900044908384658/916	Postage	09/14/16	\$292.73
Office Depot	862705893001	Office Supplies	09/07/16	\$93.30
Office Depot	862705998001	Office Supplies	09/08/16	\$31.89
Office Depot	864615754001	Office Supplies	09/15/16	\$161.19
Office Depot	864617860001	Office Supplies	09/15/16	\$19.52
Pacific Gas & Electric	1181942262-4/090816	Electric & Energy Bill 08/09/16-09/07/16	09/08/16	\$4,213.01
Pacific Gas & Electric	7312115758-7/091316	Electric & Energy Bill 08/11/16-09/11/16	09/13/16	\$35,099.85
ReliaStar Life Insurance Company	#JR52 457(B) 093016	457(b) 09/16/16-09/30/16	09/30/16	\$618.06
Ricoh USA, Inc	5044562575	Photocopier	09/16/16	\$185.71
Robert Leete	SEPT 2016	Expense Report Sept 2016	09/27/16	\$215.42
SDRMA	20465	Ancillary Benefits Oct 2016	09/27/16	\$652.87
Some Gave All	SEPT 2016	Expense Report Sept 2016	09/27/16	\$429.88
TASC	450775312003/1006	IRS Sec 125 Health Savings Account	10/01/16	\$362.49
Tee Janitorial & Maintenance	8466	Janitorial Service Sept 2016	09/22/16	\$428.40
U.S. Bank	2016 2	Debt Service Installment	09/26/16	\$508,356.65

Wastewater Sub-Total \$582,815.92

Community Center

Community Center Sub-Total \$0.00

Grand Total \$737,973.62

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On October 05, 2016
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big Dog Computer	BDC33250	Community Center-Renewal Firewall	09/22/16	\$32.50
Cintas	185571257	Uniforms	09/14/16	\$54.61
Cintas	185571257	Community Center-Mats	09/14/16	\$50.61
Cintas	185572206	Uniforms	09/21/16	\$54.61
Cintas	185572206	Community Center-Mats	09/21/16	\$63.46
Comcast	8155400350357156/916	Internet Service	09/15/16	\$82.74
Comcast	8155400350238372/916	Community Center-Internet Service	09/22/16	\$170.35
Delta Debris Box Service	1234232	40Yd Green Waste	08/31/16	\$282.10
Delta Debris Box Service	1234232	Community Center-40Yd Green Waste	08/31/16	\$161.20
Discovery Locks & More, Inc.	14278	Keys	09/09/16	\$40.00
Discovery Pest Control	192171	Community Center-Pest Control	09/15/16	\$119.00
Office Depot	861950826001	Community Center-Office Supplies	09/05/16	\$51.42
Office Depot	861950945001	Community Center-Office Supplies	09/02/16	\$13.55
Office Depot	863205959001	Community Center-Office Supplies	09/14/16	-\$51.42
Office Depot	863282199001	Community Center-Office Supplies	09/09/16	\$51.42
Pacific Gas & Electric	0869258994-1/090916	Electric & Energy Bill 08/09/16-09/07/16	09/09/16	\$520.59
Pacific Gas & Electric	5702839598-6/090916	Community Center-Electric & Energy Bill 08/09/16-09/07/16	09/09/16	\$1,639.44
Pacific Gas & Electric	5939734421-5/091516	Electric & Gas Bill 08/17/16-09/15/16	09/15/16	\$7,688.61
Tee Janitorial & Maintenance	8466	Janitorial Service Sept 2016	09/22/16	\$720.00
Tee Janitorial & Maintenance	8466	Community Center-Janitorial Service Sept 2016	09/22/16	\$260.00
Town Of Discovery Bay CSD	484	Payroll Reimbursement Aug 2016	09/23/16	\$35,319.56
Univar	SJ300131	Community Center-Pool Chemicals	08/23/16	-\$160.00
Watersavers Irrigation Inc.	1753442-00	Community Center-Landscape Maintenance	09/14/16	\$128.25
Watersavers Irrigation Inc.	1755770-00	Community Center-Landscape Maintenance	09/20/16	\$27.50
Watersavers Irrigation Inc.	1758438-00	Landscape Maintenance	09/26/16	\$159.66
Watersavers Irrigation Inc.	1758446-00	Landscape Maintenance	09/26/16	\$91.23
Watersavers Irrigation Inc.	2855/081116	Landscape Maintenance	08/31/16	-\$91.61
			Total	\$47,479.38

Request For Authorization To Pay Invoices (RFA)
For The Meeting On October 05, 2016
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/16 - 6/17

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Bill Brandt Ford	152636	Oil Change V#109	09/15/16	\$55.02
Cintas	185571257	Uniforms	09/14/16	\$54.78
Cintas	185571258	Gloves	09/14/16	\$105.77
Cintas	185572206	Uniforms	09/21/16	\$54.78
Comcast	8155400350357156/916	Internet Service	09/15/16	\$16.54
Delta Debris Box Service	1234232	40Yd Green Waste	08/31/16	\$161.20
Pacific Gas & Electric	0403377952-3/090816	Electric & Gas Bill 08/09/16-09/07/16	09/08/16	\$138.55
Tee Janitorial & Maintenance	8466	Janitorial Service Sept 2016	09/22/16	\$280.00
Town Of Discovery Bay CSD	485	Payroll Reimbursement Aug 2016	09/23/16	\$4,097.76
Watersavers Irrigation Inc.	1758446-00	Landscape Maintenance	09/26/16	\$18.25
			Total	\$4,982.65

**FIRST AMENDMENT TO EMPLOYMENT CONTRACT
BETWEEN CATHERINE O. KUTSURIS AND THE
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

This First Amendment (“Amendment”) to that certain Employment Contract by and between Catherine O. Kutsuris (“**Employee**”) and Town of Discovery Bay Community Services District, a community services district organized under the laws of the State of California (“**Employer**”), dated February 1, 2016 (“Contract”) is made and entered into this 5th day of October, 2016.

Recitals

WHEREAS, the Employer and the Employee desire to provide Employee with a vacation allowance; and

WHEREAS, both parties desire to amend the Contract to reflect this change.

Agreement

NOW, THEREFORE, the Contract is amended as follows:

1. Section 6.A of the contract, is deleted, and is replaced with the following:

SECTION 6. VACATION AND SICK LEAVE

A. Employee shall accrue, and have credited to her personal account, forty (40) hours, vacation time. Sick leave shall be accrued at the rate as established in Employee’s Personnel Manual for employees of Employer, as it is or may be amended from time to time, and other Employer-authorized leave at the same rate as other management employees.

2. This Amendment shall become effective October 5, 2016.
3. Except as modified by this Amendment, the Contract shall remain unchanged and is in full force and effect.
4. The terms and provisions of this Amendment are incorporated by this reference into the Contract as though set forth in full therein.

5. This Amendment may be executed in any number of counterparts with the same effect as if the parties had all signed the same document, and which together shall constitute one and the same instrument.

EMPLOYER

TOWN OF DISCOVERY
COMMUNITY SERVICES DISTRICT

EMPLOYEE

By: _____
William Pease, President

Catherine O. Kutsuris



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 5, 2016

Prepared By: Catherine Kutsuris, Interim General Manager
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Salary Schedule 100 Series – Correct Recreation Leader III Salary Range Number

Recommended Action

Correct the Recreation Leader III position (moving from Range 110 to 115) on the Salary Schedule.

Executive Summary

There was an inadvertent error created in placing the Recreation Leader III position with the Lifeguard position (Range #110) instead of placing with the Lifeguard/Swim Instructor (Range #115). This error was not discovered until after the Salary Schedule was adopted at the August 17th Board meeting.

	Range #
100 Series – Temporary/Intermittent Staff:	
Recreation Leader I	100
Recreation Leader II	105
Lifeguard/Recreation Leader III	110
Lifeguard/Swim Instructor and Recreation Leader III	115
	120
Pool Supervisor	125

• Wage based on 40 hours week

Fiscal Impact:

Amount Requested \$ None

Sufficient Budgeted Funds Available?: N/A (If no, see attached fiscal analysis)

Prog/Fund #

Category:

Previous Relevant Board Actions for This Item

August 17, 2016 - Adoption of Revised Salary Schedule effective July 1, 2016

Attachments



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 5, 2016

Prepared By: Catherine Kutsuris, Interim General Manager
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

SCADA upgrades at the Willow Lake Treatment Plant and water supply Wells 1B and 2.

Recommended Action:

Authorize the Interim General Manager to sign a contract with Luhdorff & Scalmanini for an amount not to exceed \$75,000 for engineering services necessary for the upgrades to the PLC and SCADA systems currently servicing the Willow Lake Water Treatment Plant and water supply Wells 1B and 2.

Executive Summary:

The District's Five-Year capital improvement budget includes upgrades to the programmable logic controllers (PLC) and the supervisory control and data acquisition (SCADA) systems which serve the Willow Lake Treatment Plant and the Newport Treatment Plant. A review by the District's water engineers (Luhdorff & Scalmanini) and by Veolia (the District's water operator) concluded that the upgrade to the Willow Lake Treatment Plant should be done at this time and that the inclusion of the two associated wells was the preferred approach. Eventually, both of the water treatment plants will be upgraded and transitioned to the new PLCs and SCADA systems.

The proposal to include the 2 wells was reviewed by the Water and Wastewater Committee, which concurred with the conclusion. This is expected to increase the cost from \$250,000 to approximately \$290,000; with the additional \$40,000 coming from the Water Infrastructure Replacement Fund.

The Luhdorff & Scalmanini proposed scope and budget for engineering services (totaling approximately \$75,000) is attached. Luhdorff & Scalmanini expects to finalize the design bid package in November and solicit bids in December, allowing for a 1st Quarter 2017 project.

Fiscal Impact:

Amount Requested \$ 290,000 (Of which \$40,000 is from the Water Infrastructure Replacement)
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP#108 Fund#

Previous Relevant Board Actions for This Item

Attachments

Luhdorff & Scalmanini letter dated August 17, 2016 (proposed scope and budget for engineering services)

AGENDA ITEM: G-1



August 17, 2016
File No. 16-5-105

Ms. Catherine Kutsuris
Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, CA 94514

**SUBJECT: TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
SCOPE OF WORK FOR ENGINEERING ASSISTANCE WITH PLC
UPGRADES AT WILLOW LAKE WTP AND WELLS 1B AND 2**

Dear Ms. Kutsuris:

Following our meeting on August 10, 2016, Luhdorff & Scalmanini Consulting Engineers (LSCE) prepared this letter to update our scope for engineering services associated with the upgrades to the programmable logic controllers (PLC) and the supervisory control and data acquisition (SCADA) systems currently serving the Willow Lake Water Treatment Plant (WTP) and water supply Well 1B and Well 2.

In January 2016, LSCE provided a scope of work for PLC and SCADA upgrades at only the Willow Lake WTP. On August 10, 2016, the District's operator (Veolia) held a meeting to kickoff the project. Based on that meeting, it was determined that the best approach for the PLC upgrades would be to include the related water supply wells serving the WTP (i.e. Well 1B and Well 2). The scope below includes updates to the original scope of work based upon the August 10 meeting.

Project Understanding

LSCE understands that the Town of Discovery Bay Community Services District (District) seeks to upgrade the existing PLC and SCADA equipment at the Willow Lake WTP. The District recently completed similar upgrades at the wastewater facility, and it is the District's objective to transition all of the water facilities to the same PLC and SCADA systems currently being used at the wastewater facilities.

Veolia recently noted that the PLCs serving Willow Lake WTP have been failing and the upgrades are necessary at this time. Eventually, both of the water treatment plants (Willow Lake and Newport) will be upgraded and transitioned to the new PLCs and SCADA system. The

upgrades will first occur at Willow Lake WTP due to the failures noted by Veolia.

LSCE's team includes Electrical Power Systems (EPS), who is the electrical engineer of record for the District's water treatment plants and water supply wells. LSCE and EPS held several meetings with the District and Veolia, as well as the District's wastewater engineer (Herwitt Engineering), in November of 2015. During these meetings, and the subsequent meeting on August 10, 2016, LSCE and EPS gathered the relevant information pertaining to this project to develop a scope of work.

The PLC and SCADA upgrades in this project can be summarized as follows:

- The old PLC standard was Modicon. The new PLCs will be Allen Bradley, RS 5000. The new SCADA system is Ignition.
- The Willow Lake WTP operates three water supply wells (1B, 2 and 6), three filter units (A, B and C), three storage reservoirs and a series of booster pumps. Currently there are three Modicon PLCs at the treatment plant. The number of new PLCs at the treatment plant is to be determined during design (by the electrical design engineer, EPS).
- Radio upgrades are required at the water treatment plant to communicate with the SCADA central station at the wastewater plant.
- The Willow Lake WTP controls the operation of two remote supply Wells 1B and 2 through an existing radio link (Modbus), as well as a local supply Well 6 through the treatment plant PLC. The District decided to include upgrade of Well 1B and Well 2 PLC and radio systems in this project. This will simplify the logistics of this conversion by avoiding an intermediate step to develop a communication strategy between an existing system and a new system. It is also more cost efficient to upgrade PLCs at the wells and WTP concurrently.
- EPS located the PLC interconnect drawings for the Willow Lake WTP that served as the basis for the budgetary construction cost estimate for the PLC/SCADA transition that was provided to the District.
- LSCE and EPS will work with Veolia to determine the functional description that will be incorporated into the design package to be used to solicit contractor bids. Provisions will also be made to add a VFD on Well 6 in the future.
- Programming is to be completed by vendors that will be selected jointly by Veolia, the District, LSCE and EPS. The District has a dedicated programming laptop on which any vendor shall use and shall be required to comply with the District's protocol for version control.
- LSCE, EPS and Veolia will develop a transition plan that will involve temporarily operating the treatment plant in "hand" mode by Veolia.
- Construction will be scheduled during winter/low demand season to simplify operation.

Scope and Budget for Engineering Services

The scope of work for LSCE and EPS is separated into the following two tasks: Task 1- As Built and Construction Documents; and, Task 2 – Construction Administration. Budgets for each task are compiled in the subsequent section on Engineering Cost Estimate.

Task 1: As Built and Construction Documents

Work in this task consists of developing existing as-builts of the PLC system on which to base construction documents, and preparation of the conversion plans. The work includes the development of a functional description of the water treatment plant (including preliminary descriptions for a future VFD upgrade), conducting design coordination meetings, and preparation of the construction documents at Draft and Final levels. It is assumed each design submittal will be reviewed by the District and a meeting will be held to discuss comments. The specific work in this task includes the following:

- a. Generate conversion drawings and specifications for bidding.
- b. Prepare, review and verify the functional description control logic and the setpoints for instrumentation at the existing WTP and wells.
- c. Define the integrator and programmer requirements for field verification of all existing systems, replacement PLC panels, factory acceptance testing, and switch over requirements.
- d. Develop a transition operation plan to operate the facilities during construction.
- e. Conduct design coordination meetings (1 site visit, and 3 phone conference meetings assumed for both EPS and LSCE).
- f. Assemble a bid package for the District to solicit bids from contractors.

Deliverables: Construction documents (plans and specs) at Draft and Final including functional description and control setpoints.

Task 2: Construction Assistance

Work in this task consists of assisting the District with soliciting bids and managing the construction administrative duties. The task items include the following:

- a. Respond to questions from bidders (and issue one addendum during bidding).
- b. Review bids from contractors.
- c. Conduct pre-construction and construction coordination meetings (5 meetings assumed).
- d. Review and respond to construction submittals and RFIs.
- e. Witness the factory acceptance test for PLC functionality, PLC-to-PLC communication, and radio communication. Verify all control functions at the site.
- f. Witness commissioning and startup of the new PLC's and radios.
- g. Verify as-built documentation and software is provided to Discovery Bay upon project completion.

Deliverables: Construction meeting agendas, submittal reviews, inspection records, as-built documentation.

Engineering Cost Estimate

Our estimate of costs for engineering and field services for the proposed PLC Upgrades is encompassed in the following table. Cost estimates are presented in the cost summary table below by task, and are considered suitable for planning and budgeting purposes.

Task	Description	LSCE	EPS	Total
1	As-Built and Construction Documents	\$20,200	\$25,300	\$45,500
2	Construction Assistance	\$16,100	\$12,700	\$28,800
Totals		\$36,300	\$38,000	\$74,300

Notes:

- 1) The proposed project sum presented above includes LSCE's labor under each task and outside engineering services provided by EPS, all as delineated in this proposal. LSCE will bill monthly for labor and materials, only as incurred, in accordance with LSCE's Schedule of Fees for Engineering and Field services (attached).
- 2) In the event that LSCE is directed to deviate from the proposed scope, or as dictated by unforeseen field conditions, LSCE will provide notification of any potential changes in the estimated cost and time to complete the work. LSCE will not proceed with any work that deviates from the approved scope and budget until approval to proceed is granted.

Assumptions:

- *LSCE shall have unrestricted access to the site at all times.*
- *The District will manage the advertisement and solicitation of bids, and LSCE will provide assistance during that period as outline in this scope.*
- *Review and comment of LSCE deliverables will be provided by Veolia and District staff, only.*

Ms. Catherine Kutsuris
August 17, 2016
Page 5

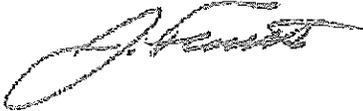
We appreciate the opportunity to provide you with this scope and budget.

Sincerely,

LUHDORFF AND SCALMANINI,
CONSULTING ENGINEERS



Justin Shobe



John Fawcett

Attachments: Schedule of Fees for Engineering and Field Services (January 2016)



LUHDORFF & SCALMANINI
CONSULTING ENGINEERS
 500 FIRST STREET WOODLAND, CALIFORNIA 95695

SCHEDULE OF FEES - ENGINEERING AND FIELD SERVICES
 2016

Professional:*

<i>Senior Principal</i>	<i>\$200/hr.</i>
<i>Principal Professional</i>	<i>\$198/hr.</i>
<i>Project Manager</i>	<i>\$185/hr.</i>
<i>Senior Professional</i>	<i>\$175/hr.</i>
<i>Project Professional</i>	<i>\$135 to 168/hr.</i>
<i>Staff Professional</i>	<i>\$115 to 130/hr.</i>

Technical:

<i>Engineering Inspector</i>	<i>\$115 to 130/hr.</i>
<i>ACAD Drafting/GIS</i>	<i>\$115/hr.</i>
<i>Engineering Assistant</i>	<i>\$98/hr.</i>
<i>Technician</i>	<i>\$98/hr.</i>

Clerical Support:

<i>Word Processing, Clerical</i>	<i>\$69/hr.</i>
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<i>Vehicle Use</i>	<i>\$0.55/mi.</i>
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<i>Subsistence</i>	<i>Cost Plus 15%</i>
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<i>Groundwater Sampling Equipment (Includes Operator)</i>	<i>\$170.00/hr.</i>
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<i>Copies</i>	<i>.20 ea.</i>
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<i>Professional or Technical Testimony</i>	<i>200% of Regular Rates</i>
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<i>Requested Technical Overtime</i>	<i>150% of Regular Rates</i>
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<i>Outside Services/Rentals</i>	<i>Cost Plus 15%</i>
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<i>Services by Associate Firms</i>	<i>Cost Plus 15%</i>
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* Engineer, Geologist, Hydrogeologist, and Hydrologist



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

Oct. 5, 2016

Prepared By: Brian Miller, Parks & Landscape Manager
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title:

PG & E Funded Projects – Community Center Roof Removal

Recommended Action:

Consider approval of the issuance of a contract with Restec Contractors Inc. in the amount of \$33,601.00 for the removal of the Community Center Roof.

Executive Summary:

Restec Contractors Inc. is the lowest qualified bidder on this project.

Scope of Work:

Remove approx. 6870 sq. ft. of Shake roofing and associated asbestos containing Nicolette felt.

Set up of perimeter demarcation, and regulated area as per OSHA and EPA regulations.

BAAQMD asbestos notification fee and permit.

Cal-Osha Notification.

Proper and legal disposal of all abated roofing felts, and or wood shake shingles.

Prevailing wages included.

Community Center Site will be closed during removal and building will be unoccupied until cleared by the Management for occupancy.

DIR #1000001055

Contractors Lic.#499893

Fiscal Impact:

Amount Requested Amount Requested-\$33,601.00

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis) Yes

Prog/Fund # PG&E Funding Category:

Previous Relevant Board Actions for This Item

Approved at March 16, 2016 Board Meeting

Attachments;

BID/ Proposal - Restec Contractors Inc. – Dated September 2, 2016

AGENDA ITEM: G-3



Restec Contractors Inc.
22959 Kidder St., Hayward, CA 94545
510-732-1996 Fax: 510-670-0329
www.resteccontractors.com

License #499893

September 2, 2016

BRIAN MILLER
TOWN OF DISCOVERY BAY

Ref: RFQ DISCOVERY BAY COMMUNITY CENTER
ASBESTOS ROOF REMOVAL

Restec Contractors Inc. is pleased to provide for your consideration the following quote for the above referenced project.

Lump Sum

T&M

ROM

Proposal Price: \$33,601.00

Inclusions:

1. Straight time roofer prevailing wage labor, materials, equipment, disposal, overhead and profit.
2. Liability insurance (occurrence basis form, \$6 million per occurrence, \$10 million aggregate).
3. All applicable notifications. CAL-OSHA AND BAAQMD and fee

Spec

Non-Spec

Bond Included

Bond Excluded

4. Scope: REMOVE AND DISPOSE OF WOOD SHAKE ROOFING AND ASSOCIATED NICOLET PAPER.

Qualifications:

1. Bid assumes roof rafters are closed beneath Nicolet by solid sheathing system.
2. Work in attic space and inside bldg. is excluded
3. Owner/General Contractor to provide a copy of the hazmat survey prior to performance of this scope of work.
4. The cost to perform background, area and clearance sampling by others.
5. Owner/General Contractor to provide access to power, water to the work area, toilet facilities and sanitary sewer without cost to Restec.
6. Owner/General Contractor to perform safe offs of electrical, plumbing, life safety and HVAC systems as needed.
7. Price does not include Demolition and or Building Permits.
8. The cost to provide security is excluded from this proposal.
9. Restec excludes any weather protection of the building and its contents.

Agenda Item G-3

Asbestos, Mold & Lead Abatement * Ultra High Pressure Water Jet* Sandblasting * Mechanical Insulation



- 10. This proposal is based on Restec performing one mobilization/demobilization. Should the work schedule be adjusted or extended through no fault of Restec, a price adjustment will be required.
- 11. Excludes imbedded, impregnated or inaccessible materials.
- 12. Excludes any cutting, patching or preparation for new surfaces.
- 13. Damage to the work area finishes, or other mechanical, electrical, plumbing caused by, or as a result of deterioration shall not be our responsibility.
- 14. Pricing excludes shoring.
- 15. Any lead containing or coated materials are presumed to be categorized as General Construction debris for waste disposal purposes.
- 16. Unless otherwise noted mold work is excluded from this quote.
- 17. Restec’s proposal is based on the inclusion of this proposal and the clarifications contained therein becoming part of the contract.
- 18. Restec will not accept back charges unless notified in advance and mutually agreed upon.
- 19. Payment to be made within 30 days of invoice.
- 20. Retention, if any, will be paid 30 days after completion and acceptance of our work.
- 21. The prevailing party in any disputed action, between the parties is entitled to reasonable attorneys’ fees and court costs.
- 22. Bid proposal shall be subject to and conditioned upon either the usage of the AIA “Standard Form Construction Subcontract” (A101-1997) and AIA “General Terms and Conditions (A201-1997) or a subcontract otherwise acceptable to Restec Contractors Inc.

“Subcontractor shall indemnify and hold harmless the Contractor, Owner and their agents, consultants and employees (the Indemnitees) from all claims for bodily injury and property damage that may arise from the performance of the Subcontract’s work, but only to the extent caused by the negligent acts or omissions of the Subcontractor, its subcontractors, or anyone employed directly or indirectly by any of them. The Subcontractor’s defense obligation shall be allocated based on its reasonably expected percentage of fault and the Subcontractor shall be entitled to reimbursement of any defense costs exceeding Subcontractor’s percentage of fault.”

- 23. This proposal is subject to the above terms and conditions and to your acceptance or that of an authorized agent within thirty (30) days from the date hereof.

We appreciate the opportunity to provide a quote for this project. If you have any questions or comments, please call me at 510-224-8656

Sincerely,
Julian Sanzo-Davis

Estimator/Project Manager

<u>NOTICE TO PROCEED</u>
Accepted by _____
Date _____



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

Oct. 5, 2016

Prepared By: Brian Miller, Parks & Landscape Manager
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title:

PG & E Funded Projects – Community Center Roof Installation

Recommended Action:

Consider approval of the issuance of a contract with King's Roofing in the amount of \$48,800.00 for the installation of the new Community Center Roof.

Executive Summary:

King's Roofing is the lowest qualified bidder on this project.

Community Center Roofing Project -1601 Discovery Bay Boulevard.

The proposal Includes: Installing Ice and Water shield on vertical walls with T-111 siding to match the existing siding.

Replace roof jacks and vents.

Install new rake and eave sheet metal.

Install new ridge metal.

Install 40 year composite asphalt roofing with underlayment.

Exclusions:

Replace rotten sheathing at an additional cost of \$5.50 per sq. ft.

Attic Insulation may be an additional cost if required by Contra Costa County Building Department. Title 24.

DIR #100000711

Contractors Lic#576154

Fiscal Impact:

Amount Requested Amount Requested-\$48,800.00

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis) Yes

Prog/Fund # PG&E Funding **Category:**

Previous Relevant Board Actions for This Item

Approved at March 16, 2016 Board Meeting

Attachments;

BID/ Proposal – King's Roofing – Dated September 27, 2016

AGENDA ITEM: G-4



FAX BID PROPOSAL

Project: Discovery Bay Community Center

Date: 09-27-2016

Estimator: Carlos Lugo @ 209-892-3386 Ext 10 office / 209-495-2858 cell

Attention: Brian Miller (925) 7272167 bmillert@toddb.ca.gov

Scope of Work / Inclusions:

Install Ice and water shield on vertical walls, install new T111 siding add 30lb base sheeting new lifetime premium dimensional shingles (manufactures standard colors) replace roof jacks and vents. Install new rake and eave metal. Install new ridge metal to match. System carries a 40 year warranty. Any rotten decking of fascia boards will be replaced as needed at \$5.50 SF

ROOF AREA= 6,869 SF

T-111 approximately 38 sheets

Exclusions:

sheet metal, lead flashings, painting, plumbing, caulking, waterproofing of other trade's work, all other spec sections.

Responsibility for mold or any organic growth in or on building.

Cost of bonds, fees, permits, and testing.

Responsibility for positive water migration to roof drain locations due to structural or design conditions.

Gutter and downspouts.

Clarifications:

If proposal is accepted, said proposal to be included in contract documents as an exhibit item.

DIR Number 1000000711

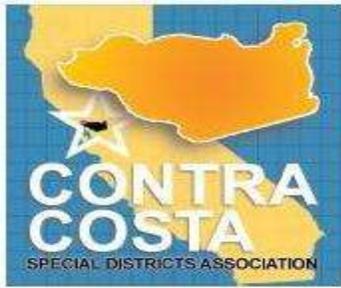
Base Bid for the Sum of: \$48,800.00

Proposal good for 60 days / MBE

* Proposal Good for 30 Days *

520 South Third Street * P.O. Box 1542 * Patterson, CA 95363-1542

(209) 892-3386 * FAX (209) 892-5225



Quarterly Meeting Minutes

7.18.2016	Meeting Time: 10:00 a.m.	Central Contra Costa Sanitary District Multi-Purpose Room 5019 Imhoff Place, Martinez, CA 94553
Meeting called by	Chair Bette Boatman called meeting to order at 10:11 a.m.	
Minutes	Suzette Crayton, Executive Assistant Central Contra Costa Sanitary District	
Attendees	Twenty-Four (24) Attendees (Sign In Sheet Attached)	

Welcome and Introductions

Each representative introduced themselves. Conservation District is working on an underpass under freeway to get to Pinole Creek; Pleasant Hill Parks and Recreation District is close to choosing a new General Manager; Mt View Sanitary District is celebrating 92 years; West County Wastewater District has three seats open for election.

Approval of April 18, 2016 Meeting Minutes

The minutes were approved.

Guest Speaker: Ironhouse Sanitary District General Manager Chad Davisson and Reclamation, Levee and Ranch Superintendent Dave Dal Porto

Title of presentation was "Resource Recovery and Cowboys". Provided an overview of the Ironhouse Sanitary District resource recovery, and the use of reclaimed water for haying and cattle operation on Jersey Island.

Member District Highlight: Dublin San Ramon Services District General Manager Daniel McIntyre

Provided District highlights.

Scholarship and Grant Program Update

Nothing new to report but the program is on track.

LAFCO Representative Report & Presentation

Commissioner Mike McGill provided an update on the municipal service review for fire emergency services with 2nd round to be approved. Asked for the group to submit any ideas on land preservation. Announced that his term at CAL-LAFCO will be up this year so remember to vote. McGill also mentioned the recycled water use study that CCCSD just conducted. Lou Ann Texeira reminded members about responding to the email on conducting elections by mail for LAFCO seats and said she will send another reminder. If it is contested, will still have a speaker forum.

East Bay Regional Park District: Park Advisory Committee Report: Contra Costa LAFCO Executive Director Lou Ann Texeira

Texeira distributed written report before the meeting date. She highlighted updates on the Concord Naval Weapons Station, and annual presentation on District budget. She also announced that she will be stepping down at the end of the year and to contact her or Boatmun if anyone is interested in the appointment that will probably take place in October. She then provided information on the meeting frequency and location.

Finance Report: Treasurer Bert Michalczyk, Associate Member

Bert Michalczyk referenced the report that was emailed to members before the meeting date. Informed the group about update of invoices sent out for member dues. He stated that the IRS notice of tax exempt has been received and he is working on one for the State.

Legislative Report

Dane Wadle reported that the audit bill was moving through the legislature and would likely be approved when the government body reconvened. He also spoke about AB2835, Employee Union Orientation Session, for special district employees and said it will be written into MOUs, and CSDA will be opposing. He informed the group that SB85, Public Work Contracts, was pulled by author. He also reminded group about annual conference coming up August 10th through 14th.

California Special Districts Association Activities, Update & Presentation

Sherry Sterrett talked about the "District Making a Difference" Program and the upcoming CSDA election where ballots are due August 5th. She stated that members should have received their ballots already. She then spoke about the Hoover Commission Report and that the Special Districts network review will be August 25th at 9:30 a.m. on Capitol Hill. The 1st hearing will take place to see if merging some districts makes sense. Sterrett encouraged the group to read the newsletter. She provided the website and requested that Crayton email to all members. Stan Caldwell spoke about the Annual Board Conference and said there will be a strategic planning session to develop future goals. He also said that CSDA is possibly looking to add more field coordinators.

Old/New Business

Boatmun asked Caldwell to put something on the EBRPD election in the newsletter.

Other Local Government Official Updates

None

Other Announcements and Updates

Boatmun announced that starting in October, meetings will start at 9:30 a.m. in order to have a meet and greet before the 10 a.m. official meeting

Meeting was adjourned at 11:54 a.m. and next meeting is October 17th.